



Intragovernmental Transactions

Comptroller Year End Conference

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Background

- ▶ August 2001: Intra-governmental transactions and eliminations identified as a material Accounting weakness.
- ▶ October 2002: OMB establishes business rules for Intra-governmental transactions for the IGTP
- ▶ August 2003: Memo from OSD Comptroller and OSD Acquisition, Technology and Logistics establishes the IGTS Integrated Process Team for Intragovernmental transactions
- ▶ September 2003: DFAS IGTS PMO begins Proof of Concept development



Issue and Concept

- ▶ Issues associated with Intragovernmental Transactions:
 - Lack of detailed data about trading partners
 - Lack of standardization of process and data elements
 - Timing differences
 - Lack of traceability to the detail level
- ▶ OMB Business Rules Issued
 - Detail the business rules for intragovernmental transactions
 - Give standard data elements for each transaction
 - Mandate BPN registration
 - Mandate IGTE use by 1 July 2004 (postponed)
- ▶ IGTS PMO mission is to develop a DoD-wide solution that complies with OMB and OUSD(C) Intra-governmental requirements.



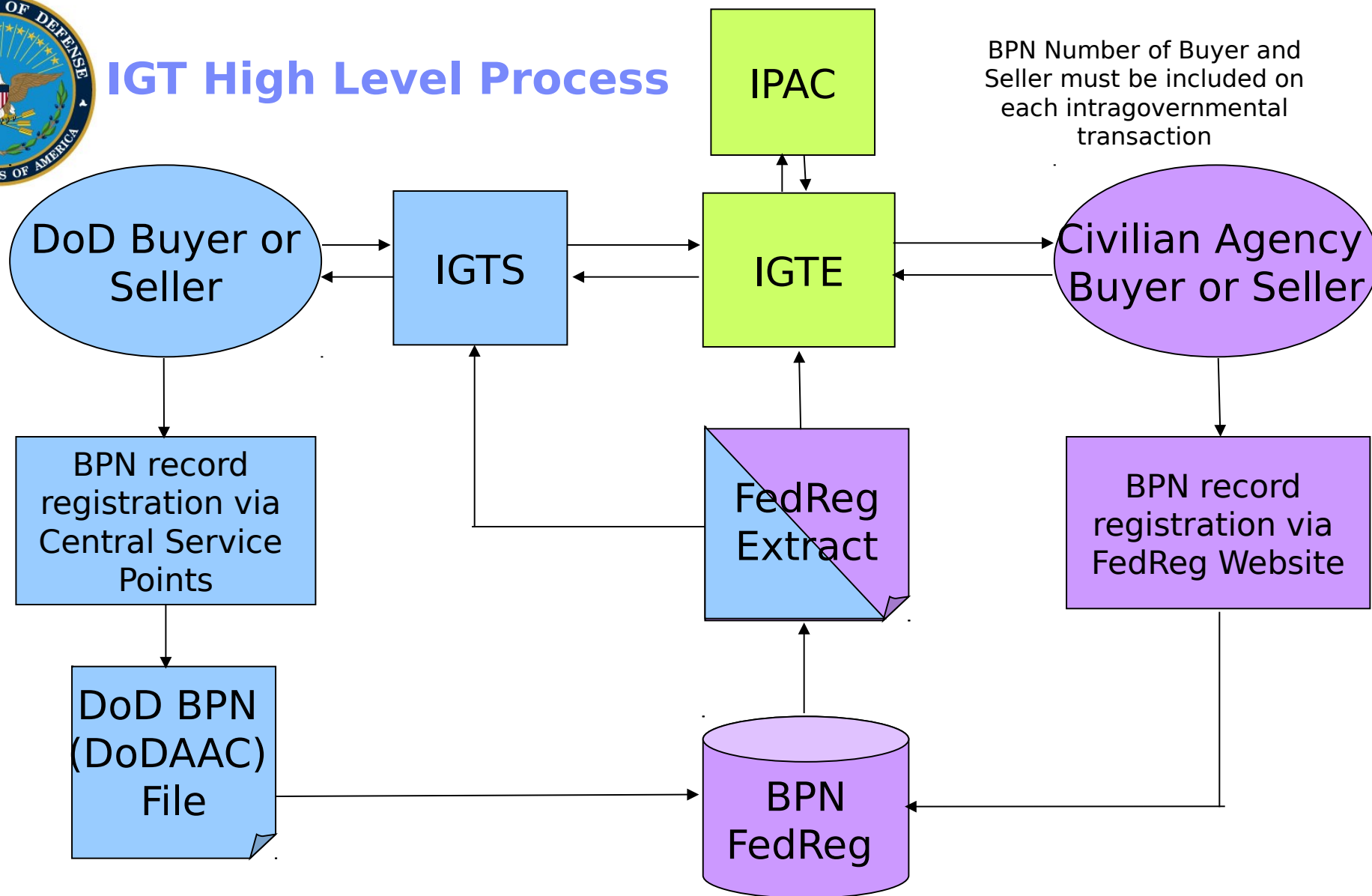
Why IGTS?

IGTE is Federal solution, IGTS is DoD solution. Why two systems?

- ▶ IGTE only handles Level 1 transactions, DoD needs to reconcile at all levels.
- ▶ IGTE does not include all data elements needed for eliminations.
- ▶ IGTS will serve as the DoD entry point to IGTE. pre-validation point for all extra-DoD transactions (Level 1)
- ▶ IGTS will handle all Intra-DoD transactions (level 2, level3, Interfund and Purchase card)



IGT High Level Process





The Business Partner Network (BPN)

- ▶ Part of the Integrated Acquisition Environment. It is a network of systems that provide information about all trading partners: vendors, government sellers, grantees.
- ▶ OMB and OSD have mandated registration in the Business Partner Network's Federal Agency Registration (BPN-FedReg) database for all federal government buying and selling offices that perform intragovernmental transactions.
- ▶ Not the same as CCR.
- ▶ FedReg sends the data to the Intragovernmental Transactions Exchange (IGTE) and to Intragovernmental Transaction System (IGTS) where it is attached to intragovernmental transactions
- ▶ ConOps will be issued jointly by OSD(C) and OSD (AT&L) to provide policy and guidance for the obtaining, use, maintaining, and dissemination of the BPN Number and BPN record.
- ▶ BPN Number is the unique identifier for each record in BPN.



BPN Record Data - Static Info

- ▶ Initial DoDAAC info is the base (sent from DoDAAF)
 - BPN Number (DOD+DODAAC)
 - Entity Name
 - Entity Address (TAC1)
- ▶ Business Type
 - Buyer, Seller, or Both
- ▶ Other Entity Information
 - ALC
 - DO
 - EIN
 - Treasury Index Code
 - Distribution Office
 - Accounting Station
- ▶ Seller Info (only for Seller entities)
 - Annual revenue
 - Credit Card (yes/no)
 - Merchant ID
 - FSC, PSC, NAICS
- ▶ Points of Contact (5 maximum)
 - Registration (all)
 - Eliminations (all)
 - A/R (only for Seller entities)
 - Sales (only for Seller entities)
 - A/P (only for Buyer entities)

Note: to speed registrations, this data was initially pre-filled by DAASC for over 90K DoDAACs. However, this "standard" data needs to be reviewed and updated prior to 1 July 2004.



DoD Intra-Governmental Transaction Roles and Responsibilities Phase I

Military Services and Defense Agencies System Users	Defense Logistic Agency	DFAS - Field Sites/Agency Location Codes(ALCs) System Users	DFAS Centers	DFAS Arlington Accounting Functional Proponent	DoD Intra-Governmental Transaction System(IGTS) PMO Program Management
<ul style="list-style-type: none"> • Update DoDAAC • Update TPN • Establish the Orders in DoD IGTS • Clear Order suspended in DoD IGTS • Accept Bills in OMB IGTE • Accept the Non DoD Orders in OMB IGTE • Conduct Functional Validation Testing • Initiate SCRs 	<ul style="list-style-type: none"> • Responsible for DoDAAC instructional documentation • Responsible for Trading Partner Network(TPN) instructional documentation • Responsible for Fed. Reg. - TPN Maintenance • Initiate SCRs 	<ul style="list-style-type: none"> • Establish the Bills in DoD IGTS • Clear Bills suspended in DoD IGTS • Identify Billing interface requirement • Initiate SCRs • Conduct Functional Validation Testing 	<ul style="list-style-type: none"> • Review SCRs • System Access Maintenance (Security) • Train Military Services and Defense Agencies Personnel • DFAS Field Sites Liaison 	<ul style="list-style-type: none"> • Establish Policy/Procedure guidance • Define DoD IGTS functional Requirements • Define DoD IGTE Requirements • Initiate and Review SCRs • Publish DoD Change Management 	<ul style="list-style-type: none"> • Define DoD IGTS System Requirements • Develop Functional Design • Configuration Control • Develop Test Plans and Testing Schedules • Guide and Conduct Testing • Develop Training plans and documentation • Train DFAS Personnel • Provide Help Desk Support • Manage System Implementation • Establish Initial Security Access • OMB Liaison (System)

Note - each DoD service and agency has a representative to the IGT IPT. Please contact Kris Wollenhaupt for more information.



IGTS Timeline

- ▶ Proof of Concept Build – Dec 03 (completed)
- ▶ Pilot Program – March to September 04 (ongoing)
 - Army Corps of Engineers
 - Washington Headquarters Services (WHS)
 - DLA
 - DISA
 - Naval Sea Logistics Center
 - Air Force Real Property Agency
- ▶ IGTE/IGTS Interface Testing – June to July 2004 (ongoing)
- ▶ DoD moves to FedReg registration – July to Sept 2004 (MOA in progress)
- ▶ IGTS Initial Operating Capability (Build 3 completed) – Nov 04
- ▶ IGTS Full Operating Capability, all transactions through IGTS – End of FY05
- ▶ Clean Audit Opinion – FY2007



IGTS Future Capabilities

- ▶ Accounting system interfaces (obligations, reimbursables, A/P, A/R)
- ▶ Intra-DoD Transactions
- ▶ Interfund
- ▶ Purchase Cards
- ▶ Transportation (Powertrack)
- ▶ Fuels
- ▶ Trading Partner Elimination Reports



Action Items, Next Steps

- ▶ Identify your buying and selling offices and trading partners
 - Respond to IGTS data call
- ▶ Review and Update your BPN record
 - Obtain your DoDAAC code
 - Go to https://www.daas.dla.mil/tpn_inq/tpn_query_db.html and enter your DoDAAC.
 - Review data
 - Contact your CSP and provide changes
 - For bulk changes, contact Jackie.carter@dla.mil for assistance
- ▶ Participate in IGTS Pilot



Points of Contact

Organization	Role	POC	Email
DLMSO / DAASC	Created and maintains DoD BPN file	Jack Carter	Jackie.carter@dla.mil
OSD	Policy and guidance on Eliminations, IGT and BPN	AT&L - Lisa Romney Comptroller - Kathy Sherrill	kristen.wollenhaupt.ctr@osd.mil or Lisa.romney@osd.mil Kathy.sherrill@osd.mil
OMB	Overall guidance, IGT Program Manager	Janet Allen	Janet.allen@gsa.gov
IGTS PMO	IGTS System and Pilot	Bobby Blackley	Bobby.blackley@dfa.s.mil



Back Up Slides



Intra - DoD - Benefits

- ▶ Continued use of Existing Technology
- ▶ Standard process for ALL DoD
- ▶ Promotes synchronized of Sellers and Buyer's Accounting Records
- ▶ Replace IPAC (complete DOC number and LOA)
- ▶ Reduce problem disbursements
- ▶ Eliminate DCAS supplemental entry process
- ▶ Provide on-line/real time authorization and obligation status



Intra - DoD - Issues/Concerns

- Establish EC/EDI transaction for Reimbursables
- New Interface for accounting system
- Change management
- Policy guidance



The DoD BPN File

- ▶ Civilian agencies register directly in the Business Partner Network's Federal Agency Registration system (FedReg)
- ▶ DoD activities register via the DoDAAC process, and an extract of this registration is sent to FedReg.
- ▶ Created and administered by DAASC and DLMSO
- ▶ Uses the DoDAAC file as a base, then adds the additional fields required by OMB - initial dump filled fields based on standard logic
- ▶ Creates a DoD BPN file which is viewable and editable via a web site (https://www.daas.dla.mil/tpn_inq/tpn_menu.html)
- ▶ Viewable by all .gov and .mil, only editable by Central Service Points (CSPs)
- ▶ Every buying and selling office in the DoD must review and update their record at least yearly



IGTE/S Seller Roles

Role	Responsibilities	Source/Comments
Batch POC	<ul style="list-style-type: none">- Sets up batch file transmission- Receives notice of invalid batch transmissions	<ul style="list-style-type: none">- From batch file- For Pilot this is the IGTS and IGTE Help Desks
Sales POC	<ul style="list-style-type: none">- Accepts / Rejects new orders/mods- Receives notice of bills/deliveries disputed by the buyer- Responds to questions from buyer regarding terms and conditions of order	<ul style="list-style-type: none">- From BPN file- Assignment to service provider
Fulfillment POC	<ul style="list-style-type: none">- Creates and inputs bill- Receives notice of invalid bills- Receives notice of deliveries disputed by buyer- Responds to questions from buyer regarding delivery of order	<ul style="list-style-type: none">- From Bill file- Primary assignment to service provider
A/R POC	<ul style="list-style-type: none">- Receives notice of invalid bills- Receives notice of deliveries disputed by the buyer- Receives notice of collections sent to IPAC- Receives notice of collections rejected by IPAC	<ul style="list-style-type: none">- From BPN file- Assignment to DFAS field site

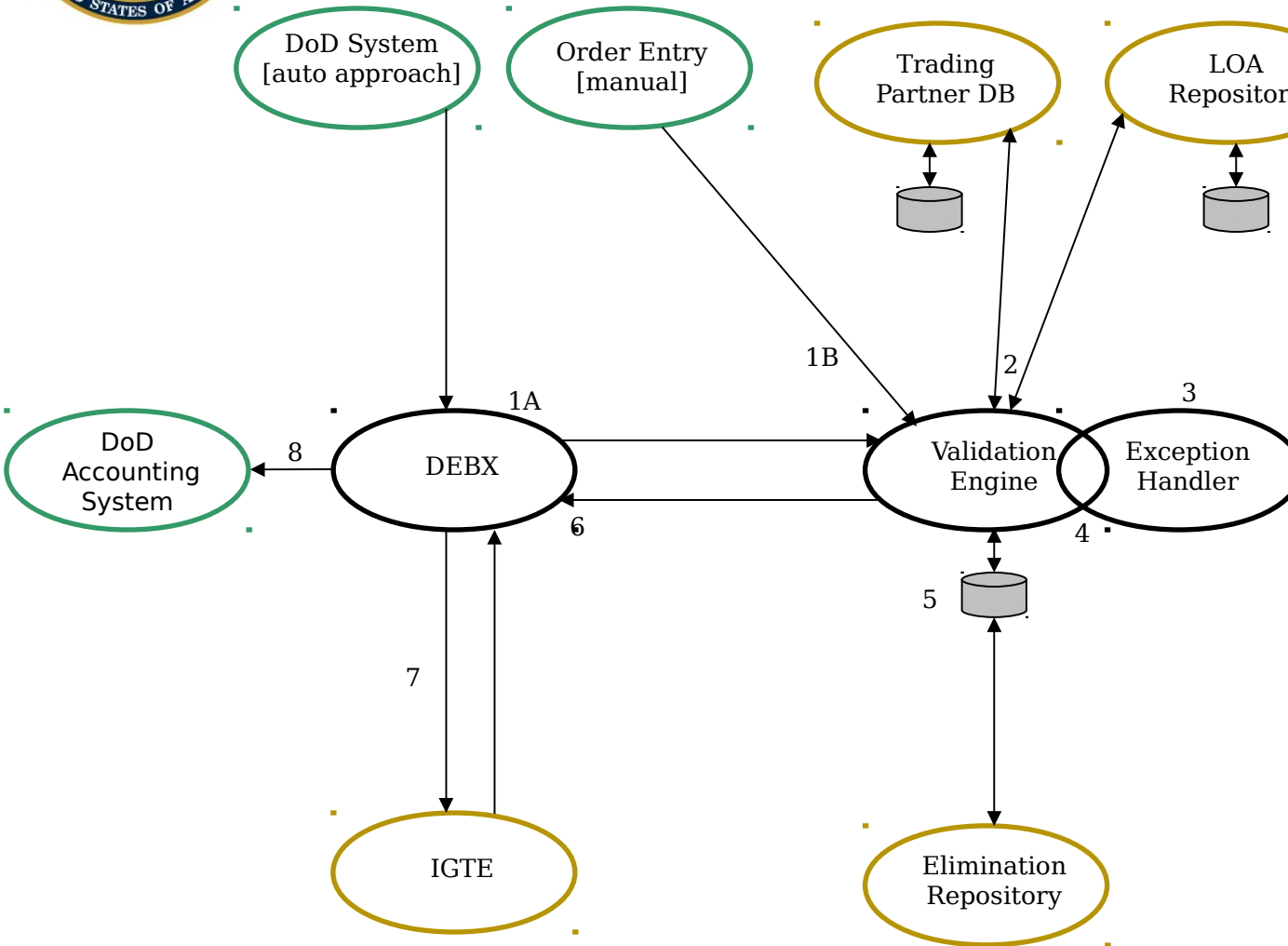


IGTE/S Buyer Roles

Role	Responsibilities	Source/Comments
Batch POC	<ul style="list-style-type: none">- Sets up batch file transmission- Receives notice of invalid batch transmissions	<ul style="list-style-type: none">- From batch file- For Pilot this is the IGTS and IGTE Help Desks
Order POC	<ul style="list-style-type: none">- Creates and inputs Order- Receives notice of invalid orders- Receives notice of orders disputed by the seller- Accepts / Rejects new bills/mods, accepts/ disputes delivery of items billed- Responds to questions from seller regarding terms and conditions of order	<ul style="list-style-type: none">- From Order file- Assignment to service provider
A/P POC	<ul style="list-style-type: none">- Receives notice of invalid orders- Receives notice of orders disputed by the seller- Receives notice of collections sent to IPAC- Receives notice of collections rejected by IPAC	<ul style="list-style-type: none">- From BPN file- Assignment to DFAS field site



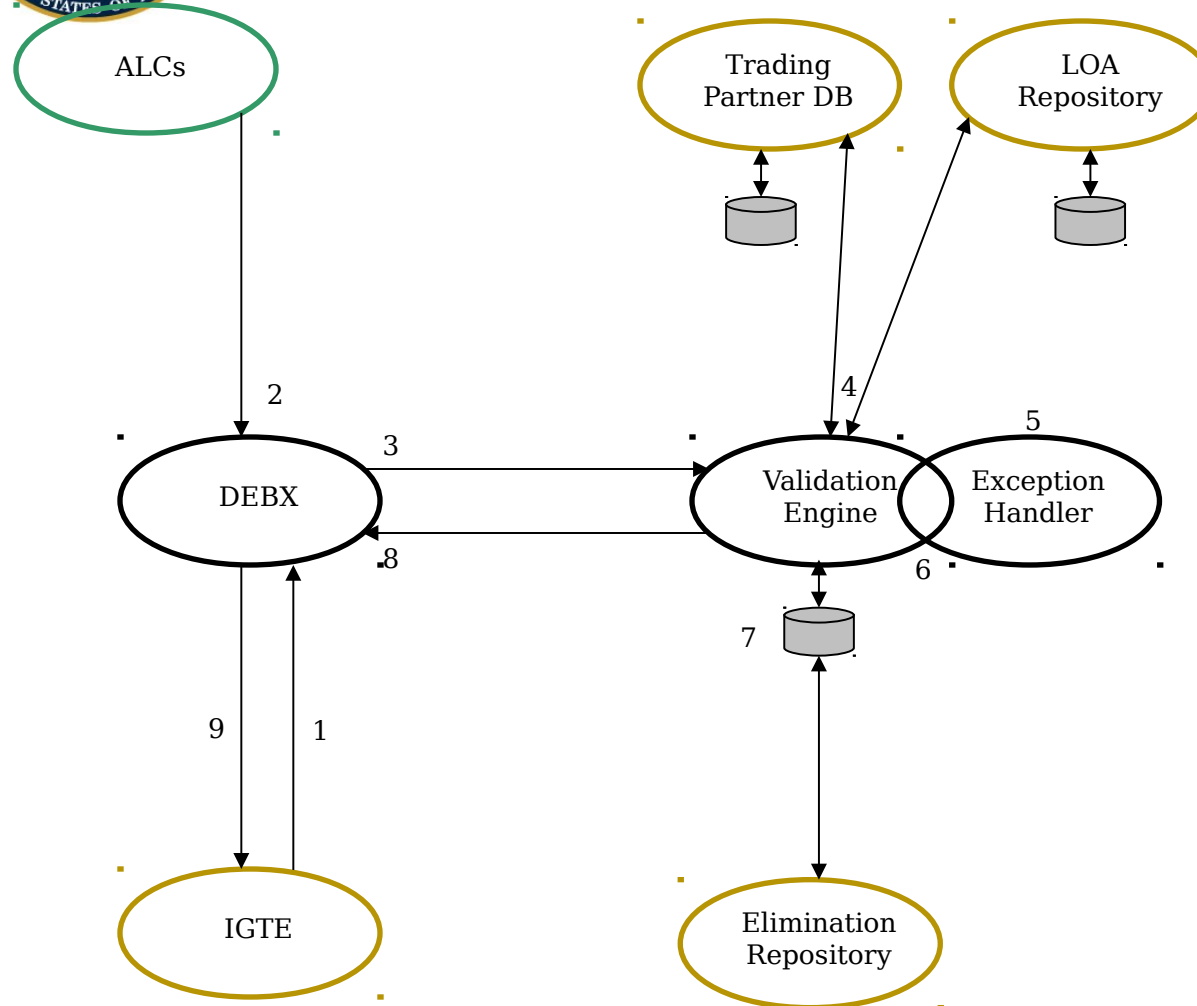
IGTS - DoD Orders with Non-DoD Agencies



- 1) **A) DoD System sends complete transaction file to DEBX, where it is converted to XML and send to validation Engine. Or B) Order is entered manually via the IGTS Portal**
- 2) **Validation Engine populates missing fields and BPN POC info, and validates against LOA system of record (CMET)**
- 3) **Failed transactions go to Exception Handler portal for correction**
- 4) **Transactions re-validated by Validation Engine**
- 5) **Transactions stored in Repository for query capability and eliminations**
- 6) **DEBX receives valid transaction and converts to IGTE format**
- 7) **Transaction sent to IGTE**
- 8) **DEBX duplicates transaction, identifies appropriate DFAS Accounting System, converts to Obligation**



IGTS - DoD Bills with Non-DoD Agencies



- 1) **IGTE sends Order file to IGTS and it is stored**
- 2) **ALCs send Bill file to IGTS**
- 3) **DEBX translates and forwards to Validation Engine in standard XML format**
- 4) **Validation Engine populates missing fields (from IGTE Order) and BPN POC info, and validates against LOA system of record (CMET)**
- 5) **Failed transactions go to Exception Handler portal for correction**
- 6) **Transactions re-validated by Validation Engine**
- 7) **Transactions stored in Repository for query capability and eliminations**
- 8) **DEBX receives valid transaction and converts to IGTE format**
- 9) **Transaction sent to IGTE**



IGTS - Order Data Elements

- **General Order Information**

- Document Number
- Transaction Date
- IGTE Order Number
- Fiscal Period

- **Contractual Information**

- Interagency (IA) Reference Number
- Interagency (IA) Reference Expiration Date

- **Payment Information**

- Payment Mode (Upon Receipt, Monthly, Advance)

- **Buyer/Seller Information**

- **Order Delivery Address**

- **Accounting Items**

- ACRN
- Core LOA (Service Specific)
- Obligation Document Number
- Obligation Month/Year
- Supplemental LOA (Service Specific)
- Asset
- Program Activity
- Funding Organization
- Cost Organization
- Amount

- **Order Items**

- Item Number
- Description
- Quantity
- Unit of Measure
- Unit Price
- ACRN
- Total Price